

**Confirmed Minutes of Regional Transfusion Team (RTT)
Telecon Meeting
Thursday 22 January 2015**

Present:

Dr Chris Newson	(CN)	RTC Chair, Walsall Hospitals NHS Trust
Dr Craig Taylor	(CT)	RTC Vice-Chair, Dudley Group of Hospitals NHS Trust
Suzy Biggs	(SB)	NHS Blood and Transplant
Jayne Evans	(JE)	Sandwell & West Birmingham Hospitals NHS Trust
Andrea Harris	(AH)	NHS Blood and Transplant
Mary Hutchinson	(MH)	University Hospital Birmingham NHS Foundation Trust
James Taylor	(JT)	Heart of England NHS Foundation Trust
Craig Wilkes	(CW)	NHS Blood and Transplant

Apologies:

Dr Charles Baker	(CB)	University Hospital of North Staffordshire NHS Trust
Dr Heidi Doughty	(HD)	NHS Blood and Transplant
Mike Herbert	(MHe)	The Royal Wolverhampton NHS Trust

1. Welcome and Apologies

The Chairman welcomed everyone to the meeting and apologies were received as above.

2. Minutes and Actions from RTT Telecon Meeting – Wed 29 Oct 2014

RTT Telecon minutes were accepted as a true record.

Actions:

Patient Representative – CN will speak to another contact and will report back.

Action: CN

Share Care Document – CT reported on an issue regarding lack of information shared with the referring hospital for the transplant centre on referral. JT confirmed this information could be incorporated into the form and he will update the SOP.

Action: JT/SB

Attendance at Meetings – SB is maintaining a spreadsheet of attendance at all regional meetings. SB still needs to incorporate TLM meetings in her document and send to CN to review.

Action: JT/SB

All other actions completed or on the agenda.

3. Minutes and Actions from RTC Business – Tues 04 Nov 2014

West Midlands Deanery – Online Training Package – AH has updated this with the help of Jayne Khorsandi and Matthew Lumley at HEFT. Should be available in the next few months.

Action: AH

Platelet Threshold for Neurosurgery – Clarification is needed how the laboratory co-ordinate ordering of or transfer of platelets. To simplify the process, it was suggested that UHB should order platelets in all cases. SB will add this to the joint TP/TLM meeting agenda in March 2015.

Action: SB/JT

National Transfer of Blood Form – The RTT strongly suggest that the National Form should be used. SB will add this onto the joint TP/TLM meeting agenda in March 2015 for clarification with the Regional TLM group.

Action: SB/JT

All other actions completed or on the agenda.

4. RTC Audit Group Update

WBIT Survey - AH reported that the WM RTC survey report had gone out in Jan 2015. 30+ responses had been registered so far. The deadline is end of Feb 2015 so SB will send reminder.

Action: SB

The next meeting of the RTC Audit Group is on Monday 26 Jan 2015 at Russell's Hall, Dudley.

5. RTC Objectives – 2015-16

AH presented the WM RTC Objectives and Workplan: -

- JT would like a section of the work plan solely for TLM group issues
- CN is keen the objectives high-level
- AH is looking into setting up a regional online forum to improve regional communications

Action: AH/JT

6. Review of RTC Conference Feedback – Tues 04 Nov 2014

Good feedback about new speakers and lots of new delegates registering. Good timekeeping.

Overall Conference rated at: - Excellent – 75%, Good 22% & Satisfactory 3%

Would you recommend to colleague: - Yes - 98% - No 2%

Likely to change aspects of working practice:- Yes – 88% - No 2% Did Not Answer 10%

Fully met my objectives:- Yes – 97% - No 3%

66 forms returned from 110 attendees – 60% completed

7. RTC Workshop Meeting at Walsall Manor Hospital – Thurs 18 Jun 2015

Agreed that this should focus on PBM – CN requested that hospitals submit PBM action plans in advance of the meeting to help inform the RTT of progress. UHCW had recently implemented a transfusion algorithm and have employed a PBM Nurse on 12 month secondment. UHCW could give a presentation on their positive actions. This could be followed by an interactive workshop. AH will ask UHCW to present. SB/AH will draft a programme and flyer to send out.

Action: AH/SB

8. RTC Business Meeting at Walsall Manor Hospital – Thurs 18 Jun 2015

This will be held in the afternoon following the workshop. Another telecon meeting will be set up to discuss business meeting agenda on 14 May.

Action: SB

9. RTC Conference and Business Meeting at UHB Post Grad Centre - Thurs 5 Nov 2015

Date confirmed. SB will email dates regionally.

Action: SB

10. AOB

TP Conference – Mon 13 July – George Eliot Hospital – further details to follow.

11. Date and Time of Next Meeting

Telecon - Thurs 14 May – 13:00 – 14:00 to finalise business meeting agenda for 18 Jun.